

## **POLICY DIRECTIVE FROM THE CAERNARVON TOWNSHIP BOARD OF SUPERVISORS**

To address Novel Coronavirus (COVID-19) Emergency

### 1. Township operations

- A. All Township employees shall continue to report to work in accordance with their normal shift and schedule, except as otherwise set forth herein.
- B. The Township administration offices (admin and police) shall remain open to administer essential functions to the community. Effective immediately, the public areas of the Township building (i.e., lobby) shall be closed to the general public. The general public is encouraged to contact the Township administration by phone or email to conduct official business. In the event of time sensitive business, visits to the Township office may be scheduled by appointment to limit exposure among visitors. All employees and visitors shall be instructed to exercise the mitigation measures identified herein.
- C. The Township Administrator shall serve as the Township's point person in all contacts with federal, state and county agencies on matters related to the COVID-19 pandemic, and shall have the authority to represent the Township in all communications with these agencies.
- D. The Township Board of Supervisors regular monthly meeting (2d Tuesday of the month) shall remain scheduled for purposes of conducting essential business. The Township Administrator is directed to consider the implementation of technology to afford the regular meeting to be streamed live over the internet, and to provide an ability for Township Supervisors and consultants to participate in the meeting remotely. In the event the regular meeting will be streamed over the internet, the general public is encouraged to observe the meeting remotely as a means of limiting exposure among visitors. Public comments and questions may be submitted electronically in advance of the meeting. The regular meeting will still be open to the general public for those members of the public who wish to attend in person.
- E. Effective immediately, all non-essential Township meetings, special events and gatherings shall be canceled until further notice, inclusive of Planning Commission, Historic, Parks and Recreation committees, as well as the Board of Supervisors monthly work shop meeting (4<sup>th</sup> Tuesday of the month). In the event that applications for subdivision, land development and zoning relief are filed or pending such that a deadline for action occurs during this pandemic, the Township Administrator shall request the applicant extend the deadline in writing to avoid the need for public hearings and meetings.

- F. The rental of the Township's social hall shall be discontinued until further notice.
- G. Friendship Park and Burdy Park shall be closed until further notice. All other Township facilities shall remain open; subject to a limitation of no more than ten persons utilizing the facilities at any one time.

## 2. Township employees

- A. All Township employees shall continue to report to work unless otherwise directed. The Township will continue to honor requests for paid and unpaid leave in accordance with existing policies, except as set forth herein.
- B. Employee directives during this emergency:
  - i. If an employee feels sick, he or she shall report off and stay home. The Township may ask about whether the employee is experiencing symptoms of the COVID-19 pandemic virus. These symptoms include fever, chills, cough, shortness of breath or sore throat.
  - ii. All employees shall wash hands with soap and warm water upon entering all Township facilities and vehicles; following all meal breaks and restroom breaks; and as may be necessary throughout the work day.
  - iii. All employees shall avail themselves of alcohol-based hand sanitizer (having alcohol content exceeding 60%) when soap and warm water are unavailable.
  - iv. Avoid touching eyes, nose and mouth with unwashed hands.
  - v. Cover your sneeze or cough with a tissue, throw away the tissue.
  - vi. Clean and disinfect frequently touched surfaces.
  - vii. Employees shall maintain "social distancing" to limit exposure whenever practical. For purposes of this directive, "social distancing" shall mean avoiding close contact with others (keep a distance of six feet), refrain from shaking hands, avoid congregating in groups and overcrowding in common areas, and drive in separate Township vehicles to job sites.
  - viii. In the event an employee develops symptoms consistent with COVID-19, the employee shall immediately report the symptoms to the Township Administrator. The Township Administrator shall not inquire about any underlying condition of an employee. Any employee who becomes sick while at work shall be directed to go home.
  - ix. The Township will maintain the confidentiality of all employee medical conditions in compliance with the Americans with Disabilities Act. No condition shall be disclosed to any other employee or the general public unless deemed necessary to protect the public safety, in which case the identity of the employee shall

remain confidential. It is the intent of the Township to comply with the ADA and all applicable federal and state privacy protections afforded to employees.

C. Close/Direct Exposure (Non-Uniformed Employees)

- i. An employee who has had close or prolonged contact with someone with a presumptive or actual COVID-19 infection shall immediately report this contact to the Township Administrator, even if after hours.
- ii. In the event of a confirmed close or prolonged contact, the employee shall be directed to stay home until such time as the employee is not infected. This confirmation shall occur in one of two ways: the subject of the presumptive case is tested and the result is negative; or, in the event the test result of the subject remains unknown, the employee shall stay home for 14 days from the date of last exposure.
- iii. An employee shall be permitted to utilize accrued sick leave, notwithstanding the fact that the employee may not be demonstrating symptoms of being sick. In the event the employee exhausts accrued sick leave, the Township shall afford the employee additional paid leave to complete the 14 day leave without loss of pay.
- iv. The Township will waive the requirement that an employee produce a doctor's note for sick leave in excess of three days because the Township understands that not all individuals who stay at home may see a doctor.
- v. An employee who has had indirect contact with a presumptive or actual COVID-19 infection, or simply wishes to stay home during this emergency, shall have the right to utilize accrued paid leave (including sick leave) or request unpaid leave, if the employee desires.

D. Close/Direct Exposure (Uniformed Employees).

- i. The Collective Bargaining Agreement between Caernarvon Township and the Caernarvon Township Police Association shall continue to dictate officers' entitlement to leave.
- ii. Officers shall comply with the Police Department's Pandemic Operations Policy and the CDC Guidelines for Law Enforcement Personnel available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-law-enforcement.pdf>

- E. It is the intent of the Township to comply with federal and state agency directives and guidance on COVID-19. It is anticipated that the directives and guidance are likely to change as the COVID-19 pandemic evolves. Therefore, the Board of Supervisors reserves the right to amend this Policy Directive to ensure continued compliance with federal and state agency directives and guidance.

**CAERNARVON TOWNSHIP BOARD OF  
SUPERVISORS**

By: \_\_\_\_\_  
Allen Styer, III, Chairman

Approved March 17, 2020